



CDBG COVID-CV (Coronavirus) RELIEF FUNDING POLICY AND PROCEDURES

Purpose

The purpose of this Policy and Application is to establish processing and evaluation criteria for funding requests received from community-based social service organizations that provide community services to Carrollton residents. Due to the COVID-19 pandemic the City of Carrollton was allocated Community Development Block Grant (CDBG) CARES Act funding from the U.S. Department of Housing and Urban Development. The CDBG COVID-CV CARES Act funding is to be used to assist social service agencies which have been impacted by the COVID-19 pandemic to assist Carrollton residents, who are of low- to moderate- income.

General Policy

This policy provides a statement of guidelines and criteria for distributing CDBG COVID-CV Relief Funding. CDBG COVID-CV Relief Funding is intended to augment the efforts of nonprofit social service organizations to benefit residents in Carrollton. It is the City's policy to have a one-time program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that funding recipients are held accountable for providing the agreed upon services within the specified time frame. Individuals/Families must qualify as low- to moderate- income based on the following income table:

Household Size	Maximum Income to be Eligible
1	\$46,551
2	\$53,201
3	\$59,851
4	\$66,501
5	\$71,851
6	\$77,151
7	\$82,501
8+	\$87,801



Funding Philosophy

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests may be funded, or be funded at the levels requested. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improve the well-being of the residents of Carrollton who have been affected by the COVID-19 pandemic. The City also puts a higher priority on services that have broad community appeal to the low- to moderate- income residents of Carrollton.

The City Council recognizes the impact the COVID-19 pandemic has had on the various social service organizations who provide services to Carrollton residents. The City Council supports providing CDBG COVID-CV Relief funding to organizations that have demonstrated their effectiveness for their programs within the community. All organizations requesting CDBG COVID-CV Relief funds from the City should continue efforts to develop stable private funding sources as the CDBG COVID-CV Relief Funding provided under the CARES act is a one-time opportunity to assist social services organizations who service the low- to moderate- income residents of Carrollton.

Eligibility

To be eligible for funding, organizations:

- Must be tax exempt;
- Must be nonprofit (and must be able to provide the 501(c)(3) status form);
- Cannot include scholarships as part of their funding request;
- Must benefit the low- to moderate- income residents of the City of Carrollton;
- Must provide evidence of insurance as acceptable to the City of Carrollton;
- Must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation.
- May only use CDBG COVID-19 Relief Funding for assistance on documented COVID-19 pandemic items or services.

Qualified Projects/Programs for CDBG COVID-CV CARES Act Funding

The following are examples of qualified projects/programs:

- Rental, utility, and mortgage assistance for households for up to three months or \$3,600 whichever is less.
- Legal support, such as right to counsel for tenants facing eviction.



- Carry out job training to expand the pool of health care workers and technicians that are available to treat disease in the community.
- Provide testing, diagnosis or other services at a fixed or mobile location.
- Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
- Provide equipment, supplies, and materials necessary to carry-out a public service.
- Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

Guidelines

By law, all CDBG COVID-CV Relief Funding may only be spent for a public purpose for the low- to moderate- income residents of the City of Carrollton and who have been documented being impacted by the COVID-19 pandemic and must comply with all applicable state and federal laws. The service recommended for funding must be social welfare services which benefits the general community of Carrollton residents. The City Council authorizes the City Manager to make administrative modifications to the CDBG COVID-CV Relief Funding Program and Application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of the awarded funds for the CDBG COVID-CV Relief Funding. Any funding awarded to a nonprofit organization not spent by the program deadline will be returned to the U.S. Department of Housing and Urban Development.

The community service should benefit the general community of Carrollton residents. The application must be completed in full and submitted by the deadline. Incomplete or untimely applications will not be considered.

Procedure

Any nonprofit agency/organization providing services in the City of Carrollton may apply for CDBG COVID-CV Relief Funding by submitting to the City a CDBG COVID-CV Relief Funding Assistance Application in the form required by the City. The Application must include a full explanation about the services provided. The Application shall be submitted to the City, which will review the Application for completeness. The City Council will evaluate completed applications to determine which agencies will receive funding. Additional information, an interview, or a presentation to the City Council may be required.

Applying for funds does not ensure that the request will be granted. Funding for the City's CDBG COVID-CV Relief Funding is limited and some applications, while worthy, may not be funded due to the limited resources. CDBG COVID-19 Relief Funding is limited to nonprofit social services organizations that have completed the Internal Revenue Service (IRS) process to



become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Applicants must be in good standing. Nonprofit organizations may apply for funding only if the entity serves a public purpose and follows the laws governing use of public funds. Applicants who receive funding will be required to enter into a contract for services with the City that specifies the responsibilities of the organization with respect to the use of the CDBG COVID-CV Relief Funding. Once approved, the funding award will be processed by City staff in the form of a reimbursement grant to the organization.

Compliance/Funding

For entities providing social welfare services, entities will be required to submit reports providing documentation that individuals who are served are Carrollton residents, are of low- to moderate- income, and the services provided meet the established requirements under U.S. Department of Housing and Urban Development for COVID-CV CARES Act funding. The reports should also provide demographics on individuals serviced by the entity. All funding will be disbursed in the form of a reimbursement grant to the organization on a monthly basis. If funds are not spent in accordance with the approved purpose, the organization will be required to return the awarded funds. Failure to provide proper documentation in a timely manner may jeopardize any future funding. The City of Carrollton reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

Criteria

In making funding determinations, the City may consider the following criteria among others:

- Does the organization provide a service to the overall community of Carrollton?
- How will the organization use the funding to benefit the citizens of Carrollton?
- Is the size and make-up of the organization equipped to provide services to the overall community?
- Does the group have a positive image in the community?
- Does the organization have a high level of fiscal management?
- Is the group well organized to ensure longevity in the City of Carrollton?
- Is there a history of satisfactory service provided to Carrollton citizens?
- Does the organization provide services without requiring attendance or participation in any political or religious organization?
- Does the organization provide an annual budget and financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- Does the organization make its services available to all applicants based on established nondiscrimination criteria?
- Does the organization possess ongoing program evaluation tools?

**Duplication of Benefits**

The CARES Act requires CDBG-CV grantees to prevent the duplication of benefits. Grantees must have procedures for preventing duplication of benefits, and need to be strategic with how they use CDBG and other federal funds, including Emergency Solutions Grants (ESG), Coronavirus Relief Funds (CRF), and FEMA Public Assistance funds, as well as other state and local funds. If a project is to receive multiple sources of funding, it is important to consider the best use of each. Applicants should work to maximize all available resources and use CDBG funds strategically to fill gaps that other sources cannot cover

Timelines

Application and supporting documentation must be submitted by the deadline listed on the application.